



Virginia Aviation Board  
Workshop Minutes

The Virginia Aviation Board held a meeting on Thursday, August 20, 2015 at the Omni Homestead, 7696 Sam Snead Highway, Hot Springs, Virginia 24445. The meeting was recorded, and the video is available through the Virginia Department of Aviation's website, [www.doav.virginia.gov](http://www.doav.virginia.gov).

MEMBERS

John V. Mazza, Jr., Chairman	Present
Charles M. Quillin, Region 1	Present
Robert H. Hahn, Jr., Region 2	Present
Derek M. Hardwick, Region 3	Present
Roderick D. Hall, Region 4	Present
Daniel G. Oakey, Region 5	Present
William E. Coburn, Region 6	Present
Cheryl P. McLeskey, Region 7	Present

OTHER ATTENDEES

Matthew J. Thys	FAA Washington Airports District Office
Jeffery R. Allen	Office of the Attorney General
Randall P. Burdette	Virginia Department of Aviation

Virginia Department of Aviation (DOAV) staff, state government representatives, federal government representatives, airport sponsors and managers, consultants, engineers, business owners, and city and county representatives were also present.

1. Call to Order John V. Mazza, Jr.  
Chairman

The chairman called the meeting to order at 1:38 p.m.

2. Board Member Introductions and Regional Roundtable Reports John V. Mazza, Jr.  
Chairman

Mr. Mazza introduced the members of the Virginia Aviation Board. He then asked for reports from the Virginia Aviation Board Regional Roundtable discussions held earlier in the day. The following summaries were shared by region.

- Region 1 Discussion topics included the need for the expedition of environmental reviews and ways to use surplus state equipment. An action item was offered; those participating in the roundtable formally asked that, due to recent and past issues with the timeliness of environmental approvals, the board put together a committee comprised of DOAV staff, sponsors, and a representative from all airport consultants working in Virginia to prepare a briefing and to meet with FAA to present shared concerns.

- Region 2 Discussion topics included the handling of the new stormwater regulations and the pilot shortage. Participants expressed interest in possible exemptions or financial assistance related to the stormwater regulations. They proposed an action plan for DOAV to check into what is being done in other states and with VDOT projects, with a report to be presented at the November meeting.
- Region 3 Discussion topics included additional maintenance at the state level, more funding for maintenance equipment, promoting airports as economic elements, the possible impact of a federal shutdown on airports and FAA Washington Airports District Office, how airports are coming out of the recession, and the importance of keeping airports in the minds of local officials and communities.
- Regions 4 and 5 Discussion topics included project requests coming before the board, stormwater fees and resulting fiscal impacts, UAS activity, and the popularity of the marketing funding program. A proposal was made to encourage the Virginia Airport Operators Council (VAOC), Virginia Aviation Business Association (VABA), Virginia Association of Counties (VACO) and Virginia Municipal League (VML) to develop legislative recommendations related to the stormwater issue and talk to local legislators. The need for rules for UAS usage that encourage safe skies for all without hampering an emerging industry and education, at the federal and state level, was also encouraged. Suggestions were made that DOAV could provide easily available education materials on its website.
- Regions 6 and 7 Discussion topics included air carrier concerns for passenger capacity, issues with the new stormwater regulations, UAS usage and how airports will need to handle those operating legally, and the importance of meeting deadlines for project requests. Regarding the stormwater issue, the participants talked about possible DOAV assistance and exemptions for small airports, as well as difficulties caused by different interpretations from Virginia Department of Equality (DEQ) staff.

3. FAA NextGen Update

Carmine W. Gallo,  
 Eastern Regional Administrator  
 FAA

Mr. Gallo provided a general review of the purpose and benefits of NextGen, progress to date, and upcoming focus areas. He highlighted several tools for delivering NextGen, including En Route Automation Modernization (ERAM), Terminal Automation Modernization and Replacement (TAMR), System Wide Information Management (SWIM), NAV Voice System (NVS), Performance Based Navigation (PBN), Optimized Profile Descents (OPD), and Automatic Dependent Surveillance - Broadcast (ADS-B). Mr. Gallo encouraged attendees to visit the Equip 2020 ADS-B and NextGen Update: 2015 websites for additional information.

Mr. Gallo was asked for information on how well the ADS-B equipping is going. He will provide that information to DOAV to share with the board.

A copy of the presentation is available upon request.

4. Old Business

a. Virginia Airports Sustainability Management Plan Update

Damon Fordham  
 CADMUS

Mr. Fordham shared an overview of sustainability and the Virginia Airports Sustainability Management Plan (SMP) for Virginia airports, including objectives, steering council participation, project design, project status, and next steps. The SMP will provide a framework with templates, tools, and guidance to assist airport sponsors undertake sustainability planning. Mr. Fordham talked about various information gathering efforts and how the results are being used, noting the trend of responses that highlight the need for tools that can be implemented by very small staffs. The next steps for the project are to prepare the goals, along with metrics, targets, and initiatives for each goal for review by the steering council; to develop

supplements; and disseminate the tools to the airports.

In response to questions about any surprises or any problem areas indicated by the surveys and the inclusion of the renovation of older terminal facilities within the system, Mr. Fordham replied that the plan is not an academic exercise as the tools must be practical in order to be used, especially by small staffs, and terminal renovation work would be covered under refurbishment.

A copy of the presentation is available upon request.

b. Update on Allen C. Perkinson Municipal Airport

Gerald E. Lynch,  
Manager Operations Support  
Group, Eastern Service Center

Greg Ricketts  
Air Traffic Manager  
Washington ARTCC

Joe Keimig  
Support Manager  
Washington ARTCC

Mr. Lynch, Mr. Ricketts, and Mr. Keimig provided background information on the Washington Air Route Traffic Control Center (ZDC), approaches and restricted areas at the Allen C. Perkinson Municipal Airport, and steps taken to coordinate the use of the airspace. They reported that a great deal of progress was made at a meeting the previous week, negotiating procedures affected by restricted airspace. Information on how the "Blackstone One" departure and NDS-A missed approach were analyzed in relation to the restricted airspace was shared. Details of approach authorizations between Potomac Approach, ZDC, and the airport tower are being finalized. The Letter of Procedure with the Virginia National Guard and the Letter of Agreement with the Blackstone tower are being rewritten and will undergo a safety risk management review. The training of operators will follow. The FAA representatives hoped that all the solutions will be on schedule by mid-October.

In response to questions on implementation, the representatives said that training is expected to take 30 days to make sure operators are well versed with the complex operation. They noted that the shout line was an added piece of security and the approaches could be used without the shout line. They shared that the approach plates have already been published with a NOTAM that will be lifted when training is complete. Mr. Oakey thanked the representatives and asked for periodic updates, stressing the need for the issue to be resolved so the community can move forward with other initiatives.

A copy of the presentation is available upon request.

5. New Business

a. Public Private Partnership Opportunities

J. Douglas Koelemay, Director  
Virginia Office of Public-Private  
Partnerships

Mr. Burnette introduced the topic of public-private partnerships (P3), sharing that DOAV has received several unsolicited proposals for projects. The agency has no mechanism to handle such proposals and asked Mr. Koelemay to provide information on P3, with the intent of requesting board action to adopt the funding option at its November meeting.

Mr. Koelemay provided information on the concept of P3 projects, as well as the benefits, including transferring risk, sharing lifecycle costs, and accelerating project delivery. The Public-Private Transportation Act (PPTA) of 1995 and standardized processes support P3 projects in Virginia. The act encourages investment by private entities, requires the adoption of guidelines by the related agency, and allows an agency to accept offers other than the lowest price. The *PPTA Implementation Manual and Guidelines* is available to help agencies. Mr. Koelemay described the PPTA project delivery process, highlighting decision points and tasks that would be the responsibility of the board and DOAV in such a

project. He noted that potential customers provide feedback throughout the entire process.

In response to comments from members, Mr. Koelemay noted that the P3 process does not require a project to be big. He also said one strength of the PPTA is a flexible approach to funding.

A copy of the presentation is available upon request.

- b. Manassas Regional Airport  
Bridge Loan Repayment
- P. Clifford Burnette  
DOAV

Mr. Burnette provided background information on the bridge loan program, focusing on the purpose of the program; the conditions tied to bridge loans; and capital improvement program coordination between sponsors, DOAV, and FAA. He reviewed information on active and closed bridge loans. The Charlottesville-Albemarle Airport grant for land acquisition services will be closed soon, and the sponsor will repay the bridge loan from entitlement or passenger facility charge funds. For closed grants that did not include the repayment language, staff will discuss repayment options with the sponsors and report the results to the board in November. The sponsor for the Manassas Regional Airport (HEF) had asked for an extension on the repayment period for the bridge loan for the land acquisition of the Glen-Gerry property. Staff recommended a 12-month extension.

Juan Rivera, Airport Director for HEF, said the city supports the staff recommendation, saying that the airport had benefited from the program. He noted that the project had been included in the FAA capital improvement program but had to be moved back within the program due to the lack of available federal funds. Mr. Rivera said the city would conduct a financial analysis to identify the best way to handle the repayment and get the project in its budget, and it was the intent of the sponsor to not ask for another extension.

A copy of the presentation is available upon request.

- c. Richmond Executive-Chesterfield County Airport  
Terminal Building Space Repurposing
- Patrick Driscoll  
Airport Manager

Mr. Burnette shared that management for the Richmond Executive-Chesterfield County Airport had approached staff about repurposing space within the terminal building. Patrick Driscoll, Airport Manager, described the situation at the airport, where office space has been traded to accommodate growth at the airport. County leadership wants the management team located back in the terminal building. The proposal was to temporarily house the county management team in the current flight planning area. When a tenant's hangar with office space is built, the county team would move out of the flight planning area into office area in the terminal.

Mr. Burnette said that staff had discussed options and recommended the issuance of a memorandum of agreement under which the county team would temporarily occupy the flight planning space for two years and the space would revert back to its original purpose when the hangar is built. If the county is still in the flight planning area at the end of two years, the county would reimburse the state approximately \$14,000, based on a \$141 per square foot rate. The situation would be reviewed at the end of two years, and the agreement revised as needed.

- d. Virginia Aviation Board Preview  
Tentative Allocations from the Commonwealth Airport Fund
- J. Michael Swain  
DOAV

Mr. Mazza asked Mr. Swain to begin his preview with the regional capital project requests in the interest of time. He noted that the other items would be covered at the meeting the following day.

During the review of Region 1, the board did not have any questions.

Airport	Project Description	Recommendation	Amount
New River Valley Airport	Runway 24 Partial Parallel Taxiway (Construction)	Fund	\$256,000.00
Tazewell County Airport	Environmental Assessment - Obstruction Removal	Fund	\$12,000.00
	Environmental Coordination (CatEx) - Runway Turnaround Expansions	Fund	\$9,600.00
	Spill Prevention Control & Countermeasures Plan Update	Fund	\$8,000.00
Twin County Airport	Spill Prevention Control & Countermeasures Plan Update	Fund	\$8,000.00
Virginia Highlands Airport	Runway 6-24 Extension - Land Acquisition - Gent (91) (Fee) - BRIDGE LOAN	Not Fund	\$174,438.00
	Runway 6-24 Extension - Land Acquisition - Johnson (92) - CHANGE IN SCOPE	Not Fund	\$0
	Runway 6-24 Extension - Land Acquisition - Johnson (92) (Fee) - BRIDGE LOAN	Not Fund	\$511,884.8
	Runway 6-24 Extension - Land Acquisition - Snead (90) (Fee) - BRIDGE LOAN	Not Fund	\$1,111,200.00
	Runway 6-24 Extension - Land Acquisition Services - Gent - BRIDGE LOAN	Not Fund	\$52,800.00
	Runway 6-24 Extension - Land Acquisition Services - Johnson - BRIDGE LOAN	Not Fund	\$16,800.00
	Runway 6-24 Extension - Land Acquisition Services - Snead - BRIDGE LOAN	Not Fund	\$16,800.00
	Runway 6-24 Extension - Road Relocation (611) (Construction Administration)	Fund	\$33,193.00
	Runway 6-24 Extension - Road Relocation (611) (Final Design)	Fund	\$13,348.00
	Runway 6-24 Extension - Supplemental Environmental Assessment	Not Fund	\$4,296.00
	Runway 6-24 Extension - Wetlands Mitigation	Fund	\$74,400.00
	Runway 6-24 Extension (Final Design)	Fund	\$9,068.00
	Runway 6-24 Extension Phase 1A (Construction)	Fund	\$28,092.00
	Virginia Tech-Montgomery Executive Airport	Hangar Site Preparation (Construction)	Fund
Runway 12-30 Extension - Phase 2 (Construction)		Not Fund	\$360,303.00

Virginia Tech-Montgomery Executive Airport	Rwy 12-30 Extension Road Relocation (Research Center Dr & Huckleberry Tr) (Construction) - INCREASE	Fund	\$368,000.00
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During the review of Region 2, the board did not have any questions.

Airport	Project Description	VAB Action	Amount
Front Royal-Warren County Airport	Stormwater Pollution Prevention Plan & Spill Prevention Control & Countermeasures Plan Updates	Fund	\$12,800.00
Ingalls Field	Obstruction Removal - Runway 7-25 - Phase 4 (Construction)	Fund	\$96,531.00
Luray Caverns Airport	Runway Safety Area Improvements - Road Relocation (Construction)	Fund	\$316,533.00
Shenandoah Valley Regional Airport	Aircraft Rescue and Fire Fighting (ARFF) Vehicle	Fund	\$60,000.00 (E)
	Snow Removal Equipment	Fund	\$32,000.00 (E)

During the review of Region 3, Mr. Hardwick asked if it was known when the environmental findings for the apron rehabilitation project at the Manassas Regional Airport and the permitting and mitigation project at the Stafford Regional Airport would be issued. Mr. Riveria said his office was responding to the first set of comments issued from FAA WADO, and it was not known how long the remainder of the review process would take. It was noted that the apron project was not in the federal program for fiscal year 2015. Mr. Denny with DOAV said it was not known when the finding would be available for the Stafford project.

Airport	Project Description	VAB Action	Amount
Culpeper Regional Airport	Terminal Building Furniture	Fund	\$11,397.00
Leesburg Executive Airport	Airport Master Plan Update	Fund	\$32,000.00
Manassas Regional Airport	Midfield West Apron Rehabilitation (Design)	Not Fund	\$16,000.00
	Taxiway 'D' Rehabilitation (Construction) - INCREASE	Fund	\$6,018.98
Stafford Regional Airport	Runway Extension (Environmental Permitting & Mitigation)	Not Fund	\$40,000.00
Warrenton-Fauquier Airport	Easement Acquisition - Runway 33 Approach Obstructions	Fund	\$12,000.00
	Obstruction Removal - Runway 33 Approach	Fund	\$11,200.00
	T-Hangar Taxiways Rehabilitation (AIP) (Construction)	Fund	\$47,653.00
	T-Hangar Taxiways Rehabilitation (non-AIP) & Box Hangar Site Preparation (Construction)	Fund	\$600,000.00
Winchester Regional Airport	North Side Connector (Construction)	Not Fund	\$100,000.00
	North Side Connector (Design)	Fund	\$22,000.00
	Terminal Building Replacement Study	Fund	\$52,000.00

During the review of Region 4, the board did not have any questions.

Airport	Project Description	VAB Action	Amount
Hanover County Municipal Airport	Eastside Taxiway, Apron & Access Road - Phase 1 (Construction)	Fund	\$342,222.00
	Eastside Taxiway, Apron & Access Road - Phase 1 (Design) - INCREASE	Fund	\$8,851.00
New Kent County Airport	Taxiway Rehabilitation (Design/Construction)	Fund	\$128,000.00
Richmond Executive - Chesterfield County Airport	Terminal Area Stormwater Management Study	Fund	\$45,585.00
Richmond International Airport	Access Control System Upgrades	Fund	\$134,532.00 (E)
	Aircraft Rescue and Fire Fighting (ARFF) Vehicle	Fund	\$187,960.00 (E)
	Taxiway 'E' & 'L' Rehabilitation (Construction)	Not Fund	\$961,505.00 (E)
	Taxiway 'E' & 'L' Rehabilitation (Design)	Fund	\$38,495.00 (E)
	Taxiway 'M' Reconstruction (AIP) (Construction) - INCREASE	Fund	\$338,485.00 (E)

During the review of Region 5, the board did not have any questions.

Airport	Project Description	VAB Action	Amount
Allen C. Perkinson Municipal Airport	Airport Layout Plan Update	Not Fund	\$12,000.00
Brookneal-Campbell County Airport	Airfield Lighting Replacement (Construction)	Fund	\$39,280.00
Danville Regional Airport	Maintenance Equipment Storage Building (Construction)	Fund	\$32,117.00
	Stormwater Pollution Prevention Plan Update	Fund	\$4,000.00
	Taxiway 'A' Fillet Widening (Design)	Fund	\$14,881.00
Farmville Regional Airport	Airport Layout Plan Update	Fund	\$15,205.00
	Apron Rehabilitation (Design)	Fund	\$5,320.00
William M. Tuck Airport	Apron Expansion (Construction) (AIP)	Fund	\$29,169.00
	Fuel Farm Relocation, Auto Parking & Access Road (Construction) (non-AIP)	Fund	\$345,822.00

During the review of Region 6, Mr. Mazza asked about the second project described in the narrative for Lake Country Regional Airport. Mr. Swain replied that the project had been withdrawn by the sponsor.

Airport	Project Description	VAB Action	Amount
Emporia-Greenville Regional Airport	Partial Parallel Taxiway - Phase 4 (Design)	Not Fund	\$15,200.00
Lake Country Regional Airport	Spill Prevention Control & Countermeasures Plan Update	Fund	\$7,360.00
Lunenburg County Airport	Easement Acquisition and Services - Obstruction Removal	Fund	\$20,000.00
Mecklenburg-Brunswick Regional Airport	Runway, Taxilanes, & Apron Rehabilitation (Design)	Fund	\$38,188.00

Airport	Project Description	VAB Action	Amount
Wakefield Municipal Airport	Fueling System Containment Area (Construction)	Fund	\$128,064.00

During the review of Region 7, Mr. Mazza asked about the different project titles for the plan update project at the Hampton Roads Executive Airport. Mr. Swain responded that during the evaluation process it was found that the plan update would focus on the terminal area and the project description was changed to reflect this. Ms. McLeskey asked about the status of the access road and t-hangar projects at the Middle Peninsula Regional Airport. Regarding the access road project, Mr. Swain responded that the sponsor has a tentative allocation for 80 percent of the original project cost, but the sponsor needed additional funds to cover the extra construction costs associated with addressing the new stormwater regulations that went into effect in early 2015. The sponsor would not start construction until it receives an increase from the board. For the t-hangar site preparation project, the sponsor had submitted a scope for the project.

Airport	Project Description	VAB Action	Amount
Chesapeake Regional Airport	North Terminal Area Apron - Phases 1 & 2 (Construction)	Fund	\$184,000.00
Hampton Roads Executive Airport	Obstruction Evaluation	Fund	\$24,000.00
	Terminal Area Plan Update	Fund	\$32,000.00
Middle Peninsula Regional Airport	Eastern Development Access Road (Construction) - INCREASE	Not Fund	\$105,926.00
	Environmental Assessment for 5-Year Development	Not Fund	\$20,000.00
	Fueling System Upgrade - Self-Service Console Shelter (Construction)	Not Fund	\$1,646.00
	Spill Prevention Control & Countermeasures Plan & Oil Discharge Contingency Plan Updates	Not Fund	\$10,400.00
	T-Hangar Site Preparation (Design)	Not Fund	\$42,000.00
Suffolk Executive Airport	Partial Parallel Taxiway & Localizer Relocation (Construction)	Fund	\$159,991.00
	Spill Prevention Control & Countermeasures Plan Update	Fund	\$7,200.00
	Terminal Parking Rehabilitation & Expansion (Design)	Not Fund	\$81,600.00
Tangier Island Airport	Terminal Building & Site Preparation (Design)	Fund	\$42,400.00

6. Public Comment Period

John V. Mazza, Jr.,  
Chairman

No public comments were offered.

7. Adjournment

John V. Mazza, Jr.,  
Chairman

The chairman adjourned the meeting at 4:20 p.m.